

**ADMINISTRATIVE - INTERNAL USE ONLY**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130101-1

<b>REPORTS INVENTORY</b>					CONTROL NO. <b>DDS/OL/RECD-3</b>	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Progress Summary</b>					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL		<input type="checkbox"/> TRAINING		ADMIN. GENERAL OTHER (specify)	
	<input checked="" type="checkbox"/> LOGISTICS		<input type="checkbox"/> SECURITY			
	<input type="checkbox"/> MEDICAL		<input type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED <b>6</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Semiannual</b>			6. DISTRIBUTION (No. of components not number of copies) <b>1</b>	
7. FORMAT (memorandum, form computer print-out, etc) <b>Tabulation</b>		8. ADP PROCESSING <input type="checkbox"/> YES    IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>Established by DD/L</b>	
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>Field Engineering Branch of RECD</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <b>Project Engineer's Construction Workload report used as a feeder report to Progress Summary report</b>		
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-14.4	10.39	4	=	41.56	2	83.12
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
TOTAL COSTS PER YEAR						<b>83.12</b>
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Contains significant data concerning five or six selected construction projects of interest to the DD/L.						
<b>14. FUTURE GOALS</b>						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS    DOLLARS STAT	
16. DATE OF INVENTORY <b>9 October 1970</b>		17. EXTENSION				18. EXTENSION

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